



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for the Gifted	Application Number <b>82-43</b>	
Application Number		Date Received <b>FEB 8 1982</b>	Date Completed <b>FEB 17 1982</b>
2. Person to Contact Margaret O. Bynum		Working Title Coordinator	Telephone Number 656-2428
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1976      present		5. Records Series Title (followed by title used in office, if different)  PROGRAM FOR THE GIFTED FEDERAL PROJECTS FILES	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Coordinator of Programs for the Gifted is responsible for planning, organizing and administering a statewide program for gifted students that will enable local education agencies to meet the educational needs of identified gifted students and the mandates of state and federal regulations. The Coordinator supervises consultants who work with local education agencies and others; and provides assistance to local education agencies in planning, implementing, operating and evaluating special education programs for the gifted. The Coordinator is also responsible for planning and implementing a statewide staff development program for personnel in the area of the gifted; preparing state and federal budgets for the program; and administering a federally funded state program in the area of the gifted.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: /submitting State Department project proposals to Washington for approval and reviewing and approving local project proposals, awarding project grants to local school systems, and monitoring project activities and expenditures.  Included are: Project Proposals containing needs assessment, personnel requirements, expected benefits, dissemination data (manner for sharing), projected budget data, etc.; Application Review Form used for internal screening committee's review and rating and sub-committee's review and rating, containing remarks on goals and objectives of project, approach recommended, needs assessment, personnel, expected benefits, dissemination data, evaluation, budget, and assurances; Notification Letter to school system that project is fundable as written or fundable with revisions; Agreement between State Board of Education and school system and related Amendment(s); Request for Contracted Services; Routing Slip for Contract Approval; and related correspondence. Also included is official copy of final Project Report and/or other document produced as a result of the project. File is arranged: chronologically by year funded; thereunder by secondary programs and early childhood programs, thereunder by school system.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Final Project Report
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. for dissemination to other school systems
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Final Project Report
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? fiscal records partially duplicated in Grants Management
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | 5 years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Title IX, Part A, P.L. 95-561, Section 904

Needed in office for administrative reference as long as project is in operation

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon completion of project, remove from active file and place in inactive file; cut off inactive file at end of each fiscal year; then

Final Project Report - retire to State Archives for permanent retention.

Remainder of File - transfer to State Records Center; hold 5 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Margaret A. Dymally 2-4-82			
Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
A. Newman Culp	2/5/82	Walker L. Baumgardner	2-4-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) Date	
		State Auditor/Designee	2-16-82
		Secretary of State/Designee	2-15-82
		Attorney General/Designee	2-17-82